

APPENDIX B – AUDITS THAT HAVE BEEN COMPLETED SINCE THE LAST COMMITTEE

Code & Title	Latest Note	Original Due Date	Completed Date
21 BCFU 05 Put appropriate focus on ICT	The secondary data centre is up and running and the backups are being exercised.	30-Nov-2021	27-Feb-2024
22 CS 30 Consider the appropriability of regular business continuity exercises to ensure that the BCP / DR / IR Plan are fit for purpose.	We completed the NCSCs Exercise In A Box in December. We tested our BC, DR and Incident Response plan in an inhouse exercise in March. We are also investigating the feasibility of testing our plans with a 3rd party.	31-Dec-2023	31-Jan-2024
23 D 04 Review documentation to ensure the debtor account has been set up in the correct name	The documentation has been reviewed and the debtor account has been set up in line with the details provided on the planning application. Planning have made contact with the developer with the aim of confirming the position	31-Jan-2024	28-Feb-2024
23 L&D 02 Update induction checklist as per recommendations	Induction checklist updated as per L&D Audit report	01-Jan-2024	12-Jan-2024
23 P 01 a No policy or process in place when committing to partnerships	SMT agreed that a policy was not required. Partnerships will be managed by service areas as business as usual, with Committee or SMT reports as required. The Partnership register will be reviewed annually by SMT	31-Dec-2023	26-Feb-2024
23 P 03 The council does not currently have a definition of what a partnership entails	Partnership definition agreed by SMT	31-Dec-2023	26-Feb-2024
23 PM 02 SMT does not consider a weekly report on business-as-usual activity	The performance reports (programmes and KPI's) have been timetabled to go to SMT in advance of the quarterly reporting to Members. This will allow wider review of Council performance by SMT.	31-Jan-2024	27-Feb-2024

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23 PM 03 Prioritisation of Service Action Plans	Following discussion at SMT, it was felt that this is not necessary at the present time as most actions are now captured in the programmes. This will be considered in the future alongside service plan actions and templates.	30-Nov-2023	18-Dec-2023
23 PM 05 Finance objectives were not part of Service Plans or individual objectives	Finance objectives to be included on the appraisal/check in objectives for Finance Manager on going rather than via the service plans. This will drive the quarterly budget monitoring by the Finance Team and the annual budget setting process.	31-Jan-2024	27-Feb-2024